1. COMMONWEALTH OF AUSTRALIA

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MEDICAL SCHOOL ELECTIVE PROGRAM POLICY
Please note that this policy is effective for students entering the MBBS from 2005 onwards

Aim of Elective Program
In Years 1-3, the aim of the Elective Program for medical students is to encourage students to broaden their education beyond medicine and to gain a broader experience of University life.

Responsibility
The Elective Committee will be responsible for approval of electives, administration of the Elective Program at Years 1-3, and for offering advice and information to staff and students, developing and maintaining elective information on the web site and making recommendations regarding the Elective Program to the Curriculum Committee.

Principles
1. Electives must meet the aims of the electives program.

2. Electives should meet the following criteria:
   ♦ The course content does not duplicate material covered in the medical curriculum.
   ♦ The elective does not clash with the medical timetable. It is to be noted that the Faculty has an Attendance Policy: Non-attendance in the MBBS program to attend electives may result in preclusion from the examinations.
   ♦ The elective must be deemed to be of equivalent standard to at least a Year 1 University of Adelaide course.
   ♦ The Convener of the Electives Committee or the Manager, Academic Programs may allow courses from other Australian institutions, subject to approval. Approval must be in writing. If an external course is taken without approval, the Electives Committee has the right to withhold status for that course, regardless of the student's performance in that course.
   ♦ Administrative limitations mean that external electives can only be chosen from Australian universities. Off-shore electives will not be approved.

3. A three-unit elective normally represents 3-4 hours/week or equivalent in student contact time per semester.

4. In acknowledgement of previous study, students with a complete degree from a recognised Australian University will be awarded full status toward the Elective Program, for those subjects that satisfy the requirements of the Electives Program, as per this Policy.
5. Tertiary Transfer students who have not completed their degree will be credited elective units equivalent to those taken for the previous degree, with the provisions that (a) the degree is from an Australian University; (b) the courses completed meet the criteria of the Electives Program; and (c) the subjects are approved by the Manager, Academic Programs, in consultation with the Electives Committee. If these units are less than 18, the student will be required to complete the electives program to fulfil the requirement of 18 units, under the same conditions as other MBBS candidates.

6. The Electives Committee reserves the right to assess eligibility for elective unit credit on a “case-by-case” basis where the previous study has been completed outside Australia.

7. Tertiary Transfer students may continue studies toward their first degree. However, any studies toward completion of the previous degree MUST fulfill the requirements of the Electives Program in that (a) the course content cannot duplicate material covered in the medical curriculum, (b) the course must not clash with the medical timetable, and (c) in Year 1 the course must be limited to 6 units per academic year, and must be evenly spread across the two semesters (3 units in each semester respectively). In all circumstances, the MBBS program takes priority over any other.

8. Whilst the final decision is theirs, Tertiary Transfer students will be asked by the Director, Medical Education Unit, Convener, Electives Committee or Manager, Academic Programs, to consider:
   - Deferring entry into the MBBS degree for a twelve month period, and completing the first degree (if they are in Year 2 of that first degree)
   - Taking Leave of Absence after completion of Year III of the MBBS, in order to complete the first degree
   - The relative merits, if they seek an additional degree, of the B Med Sci (Hons) after Year 3 or Year 4

Elective Units

9. Over Years 1-3, students must pass elective courses to a value of at least 18 units.

10. In Years 1-3, elective courses must normally be at least 3 units in value.

11. Progression to Year 4 is subject to satisfactory completion of 18 units over the first three years.

12. It is the student’s responsibility to ensure that they are able to meet the required unit value for Electives in order to proceed to Year 4. Students should have attained from Years 1 and 2 a minimum of 12 units from Elective courses prior to proceeding to Year 3. Students who do not meet this criterion must approach the Convener of the Electives Committee or the Manager, Academic Programs, to determine if and how the shortfall can be made up. Please be aware that if 18 units are not passed by the commencement of the Year 4 academic year, the student will be required to repeat Year 3.
Enrolment
13. Year 1 students must select electives from the University of Adelaide Calendar. Approval for cross-institutional electives may be negotiated with the Elective Committee for Year 2 and 3 students, but must be from institutions affiliated with University of Adelaide. The Manager, Academic Programs, at the time of enrolment, will approve all elective choices. See 2 above for further information.

14. In Year 1, students are expected to take courses to the value of 6 units. The elective load must be spread evenly across Semesters 1 and 2. (ie, students are expected to enrol in 1 3-unit course per semester.)

15. In Years 2 and 3, subject to approval from the Director, Medical Education Unit or the Manager, Academic Programs, students are not required to spread the elective load over Semesters 1 and 2, but may satisfy the requirements in a variety of ways including intensive courses, summer semester courses, a 6 unit load in one semester, or by distance education. Please note that courses undertaken solely via the Internet will not be approved as electives.

Overloading
16. Students may only accrue 15 units towards the Elective Programme by the end of Year 2 – in other words:
   - They must attempt and complete 6 units in Year 1
   - They must attempt and complete no more than 9 units in Year 2

17. Students who contravene the above rule will NOT be credited with more than the allowed units, under any circumstances. There will be no exceptions to this rule.

18. Students who need clarification regarding the rules on overloading should contact the Convener of the Electives Committee.

19. Students must meet required prerequisites or receive approval from the relevant Course Coordinator before undertaking the proposed elective course.

20. Where a maximum enrolment has been set for a Faculty of Health Sciences elective and the number of students wishing to enrol for the elective exceeds the maximum number, students will be given a date by which to enrol and a ballot will be held to determine which students may take the elective.

21. Students who fail the medicine component of the MBBS may “carry over” credit for any electives passed.

22. Students repeating the medicine component of any year of the MBBS will not usually be granted permission to undertake any electives in that year.

23. Students who withdraw from the MBBS cannot continue with Elective courses for credit towards their Elective Program. Electives must be taken in conjunction with enrolment in the MBBS to be given credit for the Program.
Delivery
24. No Health Sciences electives with a quota can be offered to first year students.

25. In Years 1-3, electives offered by the Faculty of Health Sciences require a minimum enrolment of 10 students in order to proceed.

26. Subject to approval, electives in Years 2 and 3 may be offered in intensive courses during mid-semester and semester breaks and during the summer semester.

Assessment
27. Students taking elective courses from other Faculties must satisfy the assessment requirements of that Faculty.

28. In an elective course offered solely for medical students, assessment may be graded or pass/fail depending on the objectives of the course.